

20 March 1978

Records Review Procedure

RRP 78-12

CLASSIFIED RECORDS CREATED BY OTHER AGENCIES

Whenever Classified Records created by other Agencies are encountered the following procedures will be followed:

1. The record should be reviewed to see if it contains any CIA attributable material. If so, then that section will be reviewed.

(a) If the section may be Declassified, stamp the record with the "CIA Has No Objection to Declassification" stamp and replace the item in the classified section of the File Folder. The original classification will be retained.

(b) If the section may not be declassified, simply return the record to the classified portion of the File Folder.

2. If the record contains no CIA attributable material, it will retain its classification and be placed in the classified section of the File Folder.

3. No Data Input Sheets will be prepared for records created by other agencies.